

# ONTARIO ASSOCIATION OF HOME INSPECTORS

*Established by the Ontario Association of Home Inspectors Act, 1994*

## MINUTES OF THE ANNUAL GENERAL MEETING

held at the Radisson Hotel, 55 Hallcrown Place, Toronto, Ontario on Tuesday, March 18, 2003

A quorum of voting members was present in person and by proxy.

### 1. Welcome

The business meeting was called to order and Graham Clarke, President, welcomed all. Board members were introduced: Graham Clarke Pres., Andrew Dixon Vice Pres., George Webb Sec., Alrek Meipoom Treas., Robin Green, Trevor Welby-Solomon, Brian Callaghan, Carl Inglis, and Roger Linton.

Special Guests were also introduced: Ron Segal, Association legal counsel and Larry Tomlin, CMA.

Graham Clarke gave a review of the past year. This saw on the national level the formation of CAHPI. In Ontario we have had the challenges of growth as OAH and PACHI joined together. This has resulted in a stronger organization. This growth has gone on during a change in administrator as Jennie Witteveen steps down.

### 2. Awards

Graham Clarke presented the President's award to Alden Gibson for his many years of service for OAH - from organizing the golf tournament, serving on the BOD and stepping in as treasurer at a time of crisis, to his ongoing liaison with ASHI and other groups on behalf of OAH.

Robin Green presented the Board of Directors' award to John Harris. John has over several years been involved with the Education Committee, teaching courses, co-ordinating the education session of Toronto meeting and recently stepping in as the chair of the P.R. Committee.

### 3. Minutes

Moved by Brian Edwards, Seconded by Roy Cooke that the minutes of the 2002 AGM be accepted. Carried.

### 4. Financial Statements 2002

Alrek Meipoom presented the audited statements for 2002. Questions arose about legal expenses and Alrek gave a breakdown about how they had been allocated. Moved by Graham Clarke, Seconded by Robin Green, that the financial statements as presented be accepted. Carried

### 5. Budget 2003

Alrek Meipoom presented the budget for the coming year. Questions were addressed about the surplus and the proposed reserve fund. We have a surplus of about \$139,000. This is almost a 6 month operating cost. It has been brought to our attention that non-profit groups such as OAH should carry a reserve of between 6 and 12 months operational expense. This could be calculated on an average of the last 3 years. Moved by Andrew Dixon, seconded by Brian Callaghan, that the budget be approved as presented. Carried

### 6. Auditors

Moved by Brian Edwards, seconded by Mike O'Grady that we appoint the firm of Kagan and Kagan as auditors for the coming year.

## 7. Bylaw Changes

Graham Clarke presented the proposed by-law changes.

### *Proposed Revision to Article 3.2 - Friends of the OAH*

With the exception of the membership category “Friends of the OAH” the Association shall grant membership only to individuals and not to firms, corporations, unincorporated associations, partnerships or proprietorships.

Rationale: This change would allow institutions such as colleges or government bodies to join this membership category. Moved by Roy Cooke seconded by John Harris. Passed.

### *Proposed revisions to Article 6 – Meeting Group Representation*

#### Article 6:12

The board of directors shall include at least one director residing within a radius of 100 km of Ottawa, except where there are no candidates for the office of director from within a radius of 100 km of Ottawa.

#### Article 6:16

The board of directors shall include at least one director residing within a radius of 100 km of Toronto, except where there are no candidates for the office of director from within a radius of 100 km of Toronto.

#### Article 6:17

The board of directors shall include at least one director residing within any one of the counties of Frontenac, Hastings, Lanark, Leeds, Grenville, and Pembroke unless there are no candidates for the office of director within any one of the counties of Frontenac, Hastings, Lanark, Leeds, Grenville, and Pembroke.

These changes allow for representation on the Board of Directors by at least one member from each of the Association’s established meeting groups.

Moved by Roy Cooke, seconded by Brian Edwards. Approved

### *Proposed Revision to Article 10.6 – 20-day Membership Upgrade Notices*

The Registrar shall give notice to the members of the Association of any application for membership Registered Home Inspector, Associate Member or Applicant Member. In such notice, the Registrar shall invite the written comments, either supporting or objecting to the said application being granted, and shall allow for twenty (20) days from the date of the mailing for receipt of any such written comments. Any written comments received shall be forwarded by the Registrar to the Admissions Review Committee and, if a complaint, to the Discipline and Professional Practices Committee.

Moved by John Harris, Seconded by Roy Cooke. Passed

### *Proposed Revision to Article 12:4 – Committee Quorums*

The committees may meet for the transaction of business, adjourn and otherwise regulate their meetings as they think fit provided that a majority of the members of each committee present shall constitute a quorum thereof for the transaction of business. Questions arising at any meeting of a committee shall be decided by a majority of votes. In case of an equality of votes the Chairman shall not have a second or casting vote in addition to his original vote.

Rationale: From time to time, some larger committees have found themselves without a quorum and cannot conduct business at a meeting. The revised article makes it easier for a larger committee to have a quorum, and this is already the basis for a quorum at a Board of Directors meeting, where it has worked well.

Moved by Brian Edwards, seconded by Alrek Meipoom. Passed

## *Proposed Revisions re Appeals Committee*

### *Proposed Revised Article 12.16:*

The Appeals committee shall consist of the board of directors of the Association and any other RHI Member of the association appointed by the Board of Directors as necessary to carry on business. Any person who has been refused any category of membership by the Admission Review Committee/Board of Examiners or who has been subject to a disciplinary sanction under the by-laws of the Association by the Discipline and Professional Practices Committee may appeal to the Appeals Committee from the decision. The Appeals Committee may confirm, vary, or rescind the decision being appealed, except where prohibited by other Articles in these by-laws.

### *Proposed Revised Article 15.2:*

Any such appeal shall be dealt with by the Appeals Committee which shall comprise not less than five (5) members of the Appeals Committee and who are not members of the Committee whose decision is being appealed. The Chairman shall be selected from the members of the Appeals Committee and must be a Director.

### *Rationale:*

The Appeals Committee requires a minimum of five members, however in cases where a number of Directors sit on the committee whose decision is being appealed, those members may not sit on the Appeals Committee, and there may not be enough Directors left to hear an appeal. This revised Article allows to Appeals Committee to be able to draw on a larger pool of members, if needed, although the Chair must always be a Director.

Article 15 - Moved by Robin Green, Seconded by Terry Carson. Passed

### *Proposed Revised Article 28.1 reads:*

Except where otherwise provided in these by-laws, any notice (which term includes any communication or document) to be given, sent, delivered or served pursuant to the Act, the by-laws or otherwise to a member, director, officer or auditor shall be sufficiently given if delivered to his last address as recorded in the books of the Association or if mailed by prepaid ordinary mail or airmail addressed to him at his last address as recorded in the books of the Association, or if delivered by electronic mail (email) to him at his last email address as recorded in the books of the Association. The Secretary may change the address or email address on the Association's books of any member, director, officer or auditor in accordance with any information believed by him to be reliable. A notice so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid, a notice so delivered by electronic mail shall be deemed to have been given when it is delivered to the email address aforesaid, and a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box.

### *Rationale:*

This revision recognizes email as an approved method of delivering notices, except where other Articles in the by-laws specify a certain method. This will allow the Association to use email for such things as twenty-day notices of membership upgrades, rather than require that they be mailed out in hard copy.

Moved by Roy Cooke Seconded, by Brian Edwards. Passed

### *Proposed New Article 34 reads:*

## **Gender**

In these by-laws, words importing the use of any gender shall include the masculine, feminine, and neuter genders.

### *Rationale:*

Some of the language used in the by-laws refers to masculine pronouns. This ensures that readers of the by-laws recognize that none of the provisions are gender-specific.

Moved by Mike O'Grady, Seconded by Brian Edwards. Passed.

## **8. Registrar's Report**

Jennie Witteveen gave a brief Registrar's report, and introduced Wendy Gelman, the new Administrator.

## **9. Elections**

The election committee handed out ballots for the election of the new BOD.

## **10. Committee Reports**

**Education Program Committee** - Alrek Meipoom gave the education report outlining the year's events and upcoming courses – and reminded members of the National conference in Toronto in November. Attendance will be limited to 300 this year so members are urged to register early.

**Admissions Review Committee/Board of Examiners** - Carl Inglis presented the BOE report which outlined the extra work involved this year due to the amalgamation of the two provincial organizations. This work is almost complete with one outstanding appeal.

**DPPC** - DPPC is being reorganized and there was no report available

**Public Relations Committee** - John Harris presented the PR committee report. John outlined upcoming events and asked people to volunteer for staffing at trade shows. An ongoing project is the development of the web page.

**Insurance Committee** - There was no written report from the Insurance Committee. Members are referred to the report that the committee distributed last fall. This outlined an extensive investigation by the committee of our insurance options. This was used by other CAPHI members across Canada. A request for a written report will be forwarded to the Committee but at the moment there is no chair of that committee.

- We will get and pass on to the members Encons approved wording for the mould exclusion clause.

**Technical Review Committee** - Included in AGM package mailing.

**CAHPI** - Bill Mullen has stepped down from the Presidency of CAHPI due to health concerns. CHIBO II started last week with a meeting in Toronto. This is the start of an educational analysis of all available courses. Focus groups will be held in the fall and an education consultant will be hired to do the analysis.

**ASHI** - Alden Gibson is our representative to ASHI he is a COR member which is a step toward sitting on the ASHI board. He is on the Membership Committee and is working towards getting a better cross membership status of RHI's and ASHI members.

## **11. Election Results**

The election results for Board of Directors were announced:

Elected were Cam Allen, Brian Callaghan, Roy Chan, Andrew Dixon, Robin Green, Laurel Harris, Carl Inglis, Alrek Meipoom, Ron Tropea, George Webb and Trevor Welby-Solomon.  
Graham Clarke is past president (ex-officio).

The new board then withdrew from the meeting to select an executive.

## **12. Education Session**

Alden Gibson presented a video produced by ASHI on branding the ASHI inspection.

## **13. Board of Directors - Executive**

The board of directors returned and announced the new Executive:

President - Andrew Dixon, Vice President - Alrek Meipoom, Secretary - George Webb,  
Treasurer - Cam Allen, Registrar - Brian Callaghan, Past President – Graham Clarke.

## **14. Adjournment**

Meeting adjourned. ■